

Responsibilities as July 18, 2015	Executive Director of General Govt Services (ED)	Current Practice	Proposed under Town Manager
PERSONNEL MATTERS:			
Appoint Department Heads	ED appoints Finance Director, FMD Director, IT Director with approval of BoS (Bylaw 19.33)	This is the current practice.	Town Manager appoints dept head with approval of affected board. If board fails to approve within 15 days, appointment becomes effective. Appointment by Town Manager of Finance Director requires BoS approval.
Appoint Other Staff	ED appoints staff in FMD dept(Bylaw24.3) and in BoS office(Bylaw 24.3 and 19.33).	The current practice is that ED appoints staff in FMD dept and in BoS office. ED signs off on hires in Finance and IT depts.	Town Manager will set up processes with HR Board and Director and will hire and appoint all staff.
Evaluate Department Heads	ED evaluates Finance Director, FMD Director and IT Director(bylaw 19.33)	This is the current practice.	Town Manager will set up processes with HR Board and Director to work with boards to evaluate dept heads
Evaluate Other Staff	ED evaluates all staff in BoS.	The current practice is that the ED evaluates all staff in BoS and signs off on evaluations of staff in Finance, FMD and IT depts.	Town Manager will be responsible, with the HR Director and HR Board, for developing personnel policies for approval by the Personnel Board, and changes to the classification and salary plans to be approved by the HR Board and Town Meeting.
Remove Department Heads	ED removes Finance, FMD and IT Director with approval of BoS(implied in Bylaws 19.33 and 24.3)	ED removes Finance, FMD and IT Director with approval of BoS.	Town Manager may remove Dept head and shall give notice to affected board.
Remove Other Staff	ED approves the removal of staff in Finance, FMD and IT depts(bylaw 19.33)	This is the current practice.	Town Manager signs off on removals of staff within departments
Police and Fire Departments			
Appoint Chiefs	no authority	BoS appoints the Chiefs (Bylaws 21.2.a. and 22.2.a.)	pending discussion
Appoint and Promote Officers	no authority	BoS appoints the staff (Bylaws 21.2.a. and 22.2.a.).In practice, the Chiefs recommend the appointment and promotion of officers and BoS approves. Protocols in both departments set out criteria for appointment and promotion.	pending discussion
Appoint Town Clerk	no authority	Current practice is that the Town Clerk is elected for a three year term (Bylaws 26.1. and 2.)	Town Manager to appoint

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Formulate Personnel Policy/HR Function	HR Board recommends personnel policies and procedures to all boards and dept heads subject to approval by Town Meeting . Responsible for administration of, and changes to, Classification Plan ; reviews and recommends changes to Salary Plan; recruits applicants for positions in Classification Plan; maintains personnel and other employment records (bylaws Articles 30 and 31)	This is the current practice.	HR Board will continue to exist and shall carry out the similar functions
Oversee Collective Bargaining	Selectmen oversee collective bargaining and may designate HR Board as collective bargaining agent for any non-school dept (bylaw 30.12)	This is the current practice. The HR Director sits "at the table" in all non-school negotiations.	Town Manager will oversee collective bargaining and may delegate to HR director and others bargaining responsibility for some unions
Reorganize, consolidate Departments	No authority under the bylaws	The ED can recommend to the BoS changes within the departments for which ED is responsible (FMD, IT, Selectmen's office, Finance)	For departments under the supervision of the Town Manager and which have no board, the Town Manager may consolidate, reorganize, etc. with approval of BoS and if required, Town Meeting approval. For other departments which have a Board, Town Manager must 1) consult with affected board; 2) obtain BoS approval for changes; and 3) obtain Town Meeting approval.
Appointment of Board members	No authority under the bylaws	The ED reminds BoS of appointments to be made by June 30 and, assists where requested, in working with the Council on Aging, Youth Commission and others in finding candidates for appointments.	Presumably the current practice will continue by Town Manager
BUDGET:			
Prepare all budgets: capital, operating and TWFP	BoS coordinates preparation and maintenance of the TWFP (bylaw 19.16.2) and 5 year capital plan (bylaw 19.5.2.a)and Executive Director is responsible for overseeing it and implementing it (bylaw 19.31.b)	In practice, the ED coordinates the process by which departmental budgets are submitted and then compiled to create the Town-wide budget. He also oversees the preparation of the TWFP, five year capital plan, and Sources and Uses updates.	Town Manager will assume these responsibilities for preparation and implementing the budgets,TWFP and Capital Plan and present them to BoS, Advisory Committee and ultimately, to Town Meeting.

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Manage all budgets	Executive Director oversees and is responsible to the BoS in their responsibilities for the Town's finances, including TWFP and 5 year capital plan (bylaws 19.16.2.1. and 19.31.b)	In practice, the ED manages the Town's finances for the areas under the BoS'd jurisdiction, and tracks ongoing performance to budget and plan.	Town Manager will be responsible for preparation of and implementation of TWFP and 5 year capital plan based on a review of submissions by departments of budgets approved by their boards.
Present budgets to BoS	Executive Director prepares TWFP and 5 year capital plan for BoS(bylaw 19.31.b)	In practice, the ED prepares the TWFP and 5 year capital plan, and compiles the Town-wide budget for presentation to the BoS.	Town Manager will be responsible for preparation of and implementation of TWFP and 5 year capital plan based on a review of submissions by departments of budgets approved by their boards.
Present budgets to Advisory Committee	If requested by Advisory Committee, the BoS will make a presentation to the AC on the TWFP (bylaw 19.16.2.d.)	In practice, the BoS and ED make a presentation to AC on the TWFP, the capital plan and the operating budgets.	Town Manager will present the Town Manager's budget , TWFP, and Capital Plan to Advisory Committee
Present budgets to Town Meeting	BoS will make oral report to ATM on TWFP (bylaw 19.16.2.d.)	In practice, the BoS submits a written TWFP in the AC book and the ED makes an oral report on the TWFP to the Annual Town Meeting	Town Manager shall submit a written TWFP in the AC book and shall present the budget to ATM
OTHER RESPONSIBILITIES:			
Chief Procurement Officer	ED is Chief Procurement Officer and can delegate the powers and duties of the position (Bylaw 19.31)	In practice, the ED delegates the powers and duties to dept heads and others, based on the amounts of the contracts at issue.	Scope and responsibility remains the same
Authority to Sign Accounts payable and payroll/ Warrant	Majority of Selectmen sign "warrant" or order prepared by Town Accountant for payment of bills and payroll(bylaws 19.17 and 19.46.a.)	This is the current practice.	Town Manager will sign accounts payable and payroll warrants prepared by Town Accountant. In absence of Town Manager, then Deputy Town Manager (or BoS) will sign warrants.
Supervise Building Maintenance	ED is responsible for Building Maintenance by virtue of appointment of FMD Director (Bylaws 19.31.d, 19.33 and 24.3.)and preparation of budget for FMD (bylaw 24.4). BoS intends to bring in DPW buildings into FMD in FY16. MLP buildings are exempt.	The ED works closely with the Director of FMD on all aspects of maintenance and some building projects.	Town Manager will be responsible for maintenance of all buildings and will appoint the FMD Director and staff and prepare and implement the budget. Possible role of FMD Director will change under current review of the building processes by committee appointed by Moderator in May 2015.
Supervise Construction Projects	no responsibility	In current practice, ED involvement in current construction projects results only from involvement of FMD Director in design phase and post-construction phases.	Possible role of FMD Director may change under current review of the building processes by committee appointed by Moderator in May 2015.

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Rental/Use of Town Buildings (non-school)	Rec and Library Trustees responsible for rental of their buildings	Under current practice, the ED is involved in the lease of space within these buildings.	Town Manager will have the same responsibility as ED
Role in Developing Strategic Plan	ED is responsible to "lead the Town's strategic planning." (Bylaw 19.31.f.)	There is no Townwide strategic planning ; however, the TWFP and 5 year capital plan comes the closest to strategic planning for the Town. It is restricted to financial planning.	Town Manager will lead , implement and report on the Town's strategic plan
Access to all Financial Books	This responsibility is implied in numerous places in the bylaws (Bylaws 19.9, 19.31.b. and c., and 19.42)	The ED, if access were required of financial books in the Town, would be able to attain such access.	The Town Manager will be given this specific responsibility and authority
Carry out policy direction of the BoS	Implements the Town's policies and procedures as promulgated by the BoS (Bylaw 19.31.a.)	This the current responsibility of the ED and others to whom he delegates some of the responsibilities.	Town Manager will have the same responsibility as ED
Implement all actions of Town Meeting	This responsibility is given to BoS (Bylaw 19.12)	This the current responsibility of the ED and others to whom he delegates some of the responsibilities.	Town Manager will be responsible for implementation of Town Meeting actions
Maintain Inventory of all Town supplies, materials, equipment	Executive Director must adopt policies and procedures by which all depts and boards maintain inventory records and controls (bylaw 19.45.)	This the current responsibility of the ED and others to whom he delegates some of the responsibilities.	Town Manager will have this responsibility
Disposal of Town Property	Executive Director shall adopt policies and procedures governing disposal of surplus and obsolete Town tangible property (not real estate) (bylaw 19.47)	This the current responsibility of the ED and others to whom he delegates some of the responsibilities.	Town Manager will have this responsibility
Annual Report to the Town	Executive Director shall submit an Annual Town Report that includes financial statements etc (bylaw 19.49) and shall compile reports of all town Boards, etc. for publication each year (Article 4)	This the current responsibility of the ED and others to whom he delegates some of the responsibilities.	Town Manager will have this responsibility
Appointment of Town Counsel	No authority.	BoS appoints Town Counsel-bylaw 19.7.4.	No authority. BoS will appoint Town Counsel
Citizen Inquiries/system for	Selectmen shall establish a system for action on citizen complaints and requests for services to be administered by Executive Director (Bylaw 19.18)	ED has established a system within the BoS 's office to monitor and respond to complaints and requests for services.	Town Manager will have responsibility for devising and administering response systems